



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#024

Date: August 8, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: POLITICAL ANALYST, PART-TIME

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Political Analyst

POSITION OPEN TO: U.S. Citizen Eligible Family Members ONLY–
All Agencies (see definition on the second page)

POSITION SCHEDULE: PART-TIME (20 hours per week).

GRADE LEVEL: FP-06 * (full performance level)

OFFICE LOCATION: Political Section

OPENING DATE: Immediate

DEADLINE: August 22, 2013 at 6 P.M. Kyiv Time

**FP-06 is subject for confirmation by HR/EUR bureau in Washington DC*

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in 3 FAM 1610*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM](#) 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

BASIC FUNCTION OF POSITION:

The position is located in the Political Section of the Embassy and reports to the Deputy Political Counselor in the Political Section. The position has a portfolio focusing on domestic political issues and personalities, along with supporting the administrative needs of the political section.

MAJOR DUTIES AND RESPONSIBILITIES:

Monitors and assists with analysis and reporting on developments in Ukraine's politics, society, and relations with other countries. Subject areas include government ministries and policies, the parliament and draft laws under consideration, political parties and their platforms, the judiciary/rule of law, nongovernmental organizations, democratic development, and the development of civil society, the media, religious organizations, religious freedom, communal property restitution issues, and social conditions and policy (trafficking in persons, education, health, demographics). S/he drafts Ambassadorial and Political Counselor correspondence, talking points, non-papers, and cables. S/he maintains liaison with USAID and the Public Affairs section regarding assistance and programs in democracy and governance.

Provides support to Office Management Specialist (OMS) in management of post's Leahy Vetting process; liaise between State Department and other agencies to ensure regulations and policies are properly implemented by all Embassy offices involved in Leahy Vetting.

70%

Supports visits and delegations through pre-trip preparation and arrangements as well as during visits. Assists with various administrative duties, including coverage of OMS functions in the absence of the OMS, helping to manage paper and electronic filing and the content of the Embassy websites, as is necessary.

30%

REQUIRED QUALIFICATIONS:

EDUCATION:

- Bachelor's degree in liberal arts or specialized field.

WORK EXPERIENCE:

- Three years of related analytical experience.

LANGUAGE PROFICIENCY:

- Level IV (fluent) ability in English is required.

JOB KNOWLEDGE:

- A thorough knowledge of USG policy is necessary. Good working knowledge of the Mission and section as well as about Ukraine, good understanding of political, social, and human rights issues are required.

SKILLS AND ABILITIES:

Must be able to work with mid-high level Ukrainian Government contacts. Must possess strong writing skills and be able to use common computer programs: e-mail, word-processing, spreadsheets.

HOW TO APPLY FOR THIS POSITION:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by COB **August 22, 2013**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed, signed and emailed to: KyivHR@state.gov or faxed to: [521-5000](tel:521-5000).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens. The incumbent of the position must be able to obtain and hold a **Secret (S) Clearance as determined by the Bureau of Diplomatic Security**.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED:

BParker – POL (by email)